

**Minutes from a Meeting of the Concordia Council on Student Life**  
**Held on April 3, 2009**  
**Loyola Campus AD-308, 10 am**

**PRESENT:** Ms. Elizabeth Morey (Chair), Ms. Lauren Broad (Secretary), Ms. Anna Barrafato, Mr. Gerald Beasley, Dr. Catherine Bolton, Ms. Claudie Boujaklian, Mr. Elie Chivi, Mr. Roger Côté, Ms. Angela Ghadban, Ms. Priscila Gomes, Ms. Lina Lipscombe, Mr. Rodney Roberts (on behalf of Ms. Katherine Hedrich), Ms. Katie Sheahan, Ms. Laura Stanbra, Ms. Brigitte St-Laurent, Ms. Lorraine Toscano, Mr. Devin Wells.

**ABSENT WITH REGRETS:** Ms. Daniela Caputo, Mr. Colin Goldfinch, Ms. Marlene Gross, Mr. Jean-Philippe Savard,

**ABSENT:** Mr. Ahmed Ali Abumazwed, Dr. Donald Boisvert, Mr. Jean Brisebois, Ms. Johanne De Cubellis, Ms. Catherine Dicaire, Ms. Melanie Drew, Ms. Cathy Lin, Mr. Kurt Reckziegel, Ms. Rose Wangechi.

**GUEST:** Mr. Jonathan Elston, Ms. Louyse Lussier.

**1. APPROVAL OF AGENDA**

The Chair called the meeting to order. Ms. St-Laurent moved to approve the agenda. Mr. Wells seconded the motion.

*The motion passed unanimously.*

**2. REMARKS FROM THE CHAIR**

The Chair notified the Council that the CCSL Awards had taken place on April 2<sup>nd</sup>, 2009 and had been a great success. She added that among the winners, Ms. Lina Lipscombe's long career at Concordia University had been acknowledged and it was announced that in future years, the CCSL Award given to staff would be renamed "The Lina Lipscombe Staff Award" in her honour.

The Chair informed members of CCSL that the Concordia Student Union had given them a certificate to show their appreciation for the CCSL's work, and she thanked them in turn for all that they had done over the year. The Chair reminded everyone that the Graduate Students Association elections would be taking place in the following week and she requested that everyone encourage graduate students to vote.

It was acknowledged that there was only one CCSL meeting remaining in the academic year and the Chair asked that the Council send her their suggestions of how improvements in the CCSL's functioning could be made. She welcomed any recommendations from the Council.

**3. APPROVAL OF MINUTES FROM THE MEETING OF MARCH 20<sup>TH</sup>, 2009**

Ms. Stanbra moved to approve the minutes and Ms. Gomes seconded the motion.

*The motion passed unanimously.*

**4. BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes.

**5. REPORTS AND ITEMS OF INFORMATION**

**Sub-committees**

**5.1 Housing and Job Bank – Final Annual Report**

Ms. St-Laurent notified the Council that she and Ms. Ghadban had met with Mr. Jonathan Elston, Coordinator of the Housing and Job Bank (HOJO), and that everything seemed to be in order for the year with regards to HOJO's annual report. Ms. St-Laurent thanked Mr. Elston for his work throughout the year. She added that the annual report, previously distributed to all CCSL members through internal mail, covered the year's progress until February 28<sup>th</sup>, 2009. She made the recommendation that in the future, in addition to the HOJO presentation to CCSL, that the HOJO year-end financial statement be presented in the fall, at the first CCSL meeting of every academic year, to ensure that a complete financial report of the previous year be provided.



Mr. Elston began his presentation of the HOJO Annual Report by thanking Ms. St-Laurent and Ms. Ghadban for their assistance, as well as the Dean of Students Office and all those who partnered with HOJO to make it a success. He said that he would go through the Annual Report, showing the highlights, and asked that anyone from Council stop him if they wished to discuss its findings. Mr. Elston gave a Power Point presentation of the HOJO Annual Report, reviewing, among others, the following findings: services offered; the number of students using HOJO's resources; the internal and external partners with which it collaborated; promotion of HOJO; its accomplishments throughout the year (see Annual Report for details). Among topics discussed was the HOJO website, which had almost 30,000 registered users to date. Mr. Côté asked how one would register for the website. Mr. Elston replied that anyone could register by logging on to the site and entering basic information about themselves. In order to obtain full access to the site as a currently registered student, the individual could either go to the HOJO office with their student identification, or they could send proof of being a student to the HOJO office. The HOJO staff would then register the student for full access.

The HOJO budget was distributed to the Council, after which the financial standing was presented. Mr. Elston reviewed the budget with members of Council, explaining that since the academic year was not finished, the final details of the budget were not yet available. He projected that if anything, the expenses outlined in the report may be overstated by approximately \$5,000, however the exact figures could yet be confirmed. Mr. Côté inquired if the transfer of funds from the CSU was a monthly remittance. Mr. Chivi, as an executive of the CSU, answered that funds from the CSU were distributed from a large pool to various services and departments, such as HOJO. He added that the CSU budget was very precise and that a specific amount was assigned to each service, including HOJO. Mr. Côté noted that the funds distributed to HOJO from CCSL would not be transferred until much later in the academic year. Mr. Elston concluded his presentation by thanking the Council and inviting them to visit the HOJO office if they wished to discuss anything further. Mr. Côté thanked Mr. Elston for the excellent presentation, and expressed his appreciation to HOJO and the CSU for the services they provide. Mr. Chivi added that if interest was shown, the CSU would be happy to give a presentation on any of the other services that they provide. The Chair suggested that perhaps the CSU and the GSA could give a presentation at the first CCSL meeting of the academic year.

## **5.2 CCSL Special Projects**

Ms. Stanbra informed members of the Council that the CCSL Special Projects Committee would be gathering immediately following the CCSL meeting to review any pending projects, as well as to discuss suggestions and thoughts on how to improve the Special Projects guidelines and the process of distribution of funds. Ms. Stanbra reported that \$60,000 had been allocated to projects submitted in the fall 2008 semester, followed by \$71,000 allocated to projects submitted in the winter 2009 semester, for a total of approximately \$131,000 for the 2008-2009 academic year. The deadline for students to submit their receipts for reimbursement was April 20<sup>th</sup>, 2009, therefore she expected to have a confirmation of the remaining available funds in the budget in time for the CCSL meeting on May 1<sup>st</sup>, 2009.

## **5.3 Committee on Communication & Awareness Raising of the Student Services Sector**

Ms. Sheahan had no report to give the Council since the Committee had not called a meeting due to time constraints in schedules. She noted that it was not a reflection of the desire from the Committee to meet.

## **6. NEW BUSINESS**

The Chair informed the Council that she, along with Ms. Lussier and other representatives of the University, had been working on the poster policy, and she expected to have more conclusive information available at the May 1<sup>st</sup>, 2009 CCSL meeting.

Ms. Bolton notified the Council that the Faculty of Arts & Science were currently having their Undergraduate Research Day, showcasing exceptional research by students from the faculty. She added that the level of research was quite impressive, and encouraged members of Council to view the displays set up in the SP building at the Loyola campus until later that afternoon.

Mr. Chivi said that the CSU would be holding "coffee breaks" throughout the exam period, distributing free coffee to students on the 7<sup>th</sup> floor of the Hall building, as well as in the LB atrium. He encouraged the Council members to enjoy a cup of free coffee, or to volunteer their time if they were so inclined.

The Chair acknowledged the desire to work on a project with the CSU and the GSA to energize the Loyola campus. An example would be to expand the use of the Loyola chapel for concerts or art shows. She requested that anyone who was interested in participating contact her to perhaps form a committee.

The Chair regretted to inform the Council that John White, the sacristan at the Loyola chapel, has passed away suddenly over the weekend. His funeral would be held on April 4<sup>th</sup>, 2009 at 11am in the Loyola chapel. The Chair requested that members of Council send her any agenda items that they wished to have discussed at the May 1<sup>st</sup>, 2009 meeting.

**7. NEXT MEETING**

The next meeting is scheduled for May 1<sup>st</sup>, 2009, 10am, SGW H-769.

**7. TERMINATION OF MEETING**

Mr. Côté motioned to terminate the meeting. Ms. Stanbra seconded the motion.

*The motion passed unanimously.*